

STAFF REPORT

Meeting Date: January 21, 2004

Agenda Item 9

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: LAFCO Staff – Position Descriptions & Classifications

RECOMMENDATION:

1. Adopt new job descriptions for the LAFCO Executive Officer, LAFCO Analyst, and LAFCO Office Manager/Clerk to the Commission.
2. Request the Board of Supervisors to amend the County of Ventura "Classification & Salary Listing" to include new LAFCO Analyst and LAFCO Office Manager/Clerk to the Commission classifications, as follows:

<u>Class Title</u>	<u>Comp Factor</u>	<u>Exempt/Non-Exempt Min - Max</u>	<u>Bargaining Unit</u>	<u>Cafeteria Code</u>
LAFCO Analyst	Salary	\$1,875.37 – 2,635.66	MB	M3
LAFCO Office Manager/Clerk to the Commission	Salary	\$1,573.60 – 2,206.72	MB	M3

DISCUSSION:

Currently, the Ventura LAFCO has 2.75 full time equivalent authorized positions; a full time Executive Officer that serves at the pleasure of the Commission and is employed via an employment contract with the County of Ventura, a three quarter time Planner IV and a full time Administrative Assistant III. Both the Planner IV and the Administrative Assistant III positions are County of Ventura staff positions, subject to the personnel

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policies, procedures, compensation and benefits provisions of the collective bargaining agreement between the County of Ventura and the Service Employees International union (SEIU). Both the Planner and Administrative Assistant are “flexible” classifications, including levels I, II, III and IV based on experience and expertise. These are generic classifications and other Planner and Administrative Assistant positions are used in various County Agencies and Departments.

The recommendations now being made will result in specialized job descriptions for LAFCO. Once approved by the Commission and the Board of Supervisors, the recommendations will result in the incumbents in the Planner IV position and the Administrative Assistant III position being reclassified to the respective new LAFCO classifications of LAFCO Analyst and LAFCO Office Manager/Clerk to the Commission. The new classifications, which more accurately reflect the actual duties and relationships of the incumbent employees, will be placed in the management bargaining unit.

The reasons and rationale for the recommendations are:

1. The Memorandum of Agreement Between LAFCO and the County of Ventura for the provision of employees, services, offices and materials provides:
“The County shall, in accordance with its Personnel Rules and Regulations, and with LAFCO’s requirements as determined by LAFCO, provide LAFCO with employees to staff its operations, including without limitation, an Executive Officer. LAFCO retains and shall exercise its sole discretion in determining the number and qualifications of its employees, the terms of employment if it chooses to employ pursuant to contract, and the selection of those individuals it elects to have hired to serve it.”

Except for the Executive Officer position and annual appropriations for employee salaries and benefits as a part of the LAFCO budget, LAFCO has not acted on the titles, qualifications or classification of its employees. This should be remedied. The Commission, as a separate agency, should set its own requirements for all its employees and tailor the job descriptions to the unique duties of LAFCO.

2. The existing job description for the Executive Officer is out of date and the generic job descriptions for Planner IV and Administrative Assistant III do not accurately reflect the duties, qualifications and standards for LAFCO functions.
3. Since the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 became effective, many of the LAFCOs in the State have increased their staff, particularly at the Analyst level, and have updated their job descriptions for purposes of recruitment. Should a vacancy occur and recruitment be necessary,

job descriptions and classifications should be reflective of the labor market for similar positions at other LAFCOs. The attached survey information provides an indication of the array of the various titles and position classifications adopted by urban and near-by LAFCOs. Note that the position of Executive Officer is required by law (Government Code §56384(a)).

The recommended updated job description for Executive Officer and the recommended new job descriptions for LAFCO Analyst and LAFCO Officer Manager/Clerk to the Commission are attached. They are drafted in a format consistent with classification specifications for the County of Ventura. No changes in salary are proposed for any of the positions. Classifying the LAFCO Analyst and Office Manager/Clerk of the Commission positions as management will have a fiscal impact. There are a number of benefit changes that will result. In terms of cost the major changes in benefits are in the categories of Flexible Benefits (cafeteria code), Deferred Compensation, and in Retirement. Accounting for offsetting costs and other factors, the County Human Resources Department has estimated that the total increase in cost for benefits for both positions combined will be a maximum of approximately \$7,500 annually (+/- \$625 per month). Assuming approval and implementation this fiscal year, these additional costs would be pro-rated. This may require some budget adjustment by the Commission prior to the close of the 4th quarter, but no budget action by the Commission is necessary at this time.

Attachments:

1. Recommended position description for Executive Officer
2. Recommended position description for LAFCO Analyst
3. Recommended position description for Office manager/Clerk of the Commission
4. Results of position survey of “urban” and nearby LAFCOs

LAFCO EXECUTIVE OFFICER

Established Date: January 21, 2004

SALARY RANGE (approximate)*

\$35.02- \$54.97

Hourly

\$6,070.11 - \$9,528.39

Monthly

\$72,841.34 - \$114,340.72

Annually

*Salary based on employment contract

DEFINITION:

Agency: Local Agency Formation Commission

Under policy direction of the Ventura Local Agency Formation Commission, organizes, coordinates, and directs all LAFCO functions and activities, provides leadership, policy guidance, strategic direction and day-to-day management of LAFCO; fosters cooperative working relationships with the Commission, the County of Ventura, cities and special districts, the public and other agencies; performs related work as assigned.

Distinguishing Characteristics:

The LAFCO Executive Officer is an "at-will" employee appointed by the Ventura LAFCO. The LAFCO Executive Officer reports directly to the Commission and performs all duties necessary for the proper and efficient management of LAFCO as determined by the Commission and State law. Pursuant to a written agreement between LAFCO and the County of Ventura, the County employs the LAFCO Executive Officer by written contract approved by LAFCO and supplies the employee's services to LAFCO.

EXAMPLES OF DUTIES:

The following is used as a partial description and is not restrictive to duties required.

Plans, organizes and directs the activities of the Ventura LAFCO; develops goals, policies and work programs for LAFCO subject to Commission review, directs implementation of policies and procedures; evaluates programs, procedures and systems for overall effectiveness.

Receives and analyzes applications and petitions for LAFCO action; determines legal acceptability for filings; checks and certifies petitions; conducts complex analysis and prepares written reports and recommendations; attends all LAFCO meetings.

Represents LAFCO in various negotiations with other governmental agencies, property owners and consultants regarding the authority and functions of LAFCO and the policies, procedures and funding of the Ventura LAFCO.

Prepares and administers LAFCO's annual budget; serves as the LAFCO fiscal officer.

Works closely with and advises the Commission, staff, the County of Ventura, cities, special districts, the public and other agencies to implement LAFCO programs and to ensure compliance with laws and local policies.

Reviews and authorizes personnel actions; evaluates the work of subordinate personnel; reviews work plans and progress reports and confers with staff to define and solve problems. Responsible for the efficient and effective performance of all contractors.

Represents the Ventura LAFCO before the media, other agencies and the public.

Actively participates in LAFCO related organizations and professional associations.

QUALIFICATION GUIDELINES:

Knowledge Of:

Local Agency Formation Commission law, practices and procedures; principles and practices of organization, management, governmental budgeting, administrative analysis and personnel administration; urban planning practices and techniques; federal, state and local laws and guidelines relating to environmental protection.

Skills and Abilities In:

Planning, organizing, coordinating and directing LAFCO programs and activities.

Analyzing functional, organizational and financial characteristics of local governmental agencies, evaluating alternatives, and recommending effective courses of action relating to LAFCO functions.

Interpreting, explaining and applying LAFCO law and policies and related state and federal laws.

Appointing, motivating and evaluating staff and providing for their training and professional development.

Representing the Ventura LAFCO effectively in contacts with the public, the County of Ventura and cities and special districts in the County, and other public agencies.

Promoting cooperative relationships with LAFCO constituent agencies and their staff, other public agencies, public groups concerned with LAFCO functions and operations.

Supplemental Information:

Works primarily in an office environment but regular travel is required within Ventura County.

RECRUITING STANDARDS:

Education/Experience:

Graduation from an accredited college with a bachelor's degree in public administration, urban planning or a closely related field and five years of related experience in a professional capacity managing public programs and budgets involving multiple constituencies, or any combination of training and/or experience that could likely provide the desired knowledge, skills and abilities.

OTHER REQUIREMENTS:

Necessary Special Requirements: Possession of or the ability to obtain a valid unrestricted California driver license.

LAFCO ANALYST

Established Date: January 21, 2004

SALARY RANGE (approximate)

\$23.44 - \$32.95
Hourly

\$4,063.30 - \$5,710.60
Monthly

\$48,759.62 - \$68,527.16
Annually

DEFINITION:

Agency: Local Agency Formation Commission

Under general direction of the LAFCO Executive Officer, performs complex professional work in support of the Ventura Local Agency Formation Commission, including data collection and analysis, report preparation, public contact; and other related duties as required.

Distinguishing Characteristics:

The LAFCO Analyst acts as program coordinator and project manager to implement various components of the Ventura LAFCO work program; to review and analyze proposals for local agency boundary changes and conduct complex studies related to the provision of local governmental services; to present summarized information and recommendations to the Executive Officer and the Commission based on analysis; to supervise other staff members and to administer consulting contracts as assigned by the Executive Officer; and, to provide administrative assistance to the Executive Officer as required.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

1. Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet State law requirements and Ventura LAFCO policies and objectives.
2. Reviews and analyzes proposals filed with LAFCO, conducts field investigations, makes recommendations and prepares and presents staff reports.
3. Performs analysis relating to the California Environmental Quality Act (CEQA), reviews and, as necessary, prepares CEQA documents necessary for LAFCO action.
4. Conducts special studies involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive.
5. Performs administrative functions such as developing fee schedules, surveys, and policy and procedure manuals.
6. Makes presentations and manages public participation processes relating to pending LAFCO proposals, LAFCO programs and LAFCO laws, policies and procedures.
7. Provides support to the Executive Officer in analyzing and preparing the LAFCO budget for action by the Commission.
8. May act as first line supervisor, manage contracts and consultants, and may serve as acting Executive Officer in the absence of the Executive Officer.
9. Participates in LAFCO related organizations and professional associations.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Comprehensive knowledge of: Local Agency Formation Commission law, practices and procedures; principles, practices and techniques of urban and regional planning; federal, State and local laws and regulations relating to the organization, financing and functions of cities and special districts; federal, State and local laws and guidelines relating to environmental protection.

Working knowledge of: Research and statistical methods; public finance; public infrastructure; interagency relationships; map reading; Microsoft Office and geographic information system software.

Working ability to: Communicate effectively orally and in writing; collect, analyze and interpret data; formulate recommendations; solve complex problems; establish and maintain effective working relationships with elected officials, the public and staff of other agencies; meet deadlines; and, work independently.

Supplemental Information:

Works primarily in an office environment but regular site inspections and meetings at various locations throughout Ventura County are required.

RECRUITING STANDARDS:

Education/Experience:

Extensive experience as a project manager for a California city or special district and/or extensive experience in land use planning, which has led to the acquisition of the required knowledge, skills and abilities. The required knowledge, skills and abilities can be obtained by completion of a Bachelor's degree in public administration, urban planning or a closely related field and four or more years of progressively responsible LAFCO, land use planning or related experience.

Substitution:

Additional experience or non-related degrees may be substituted for the required education and experience.

OTHER REQUIREMENTS:

Necessary Special Requirements: Possession of or the ability to obtain a valid unrestricted California driver license.



LAFCO OFFICE MANAGER/CLERK OF THE COMMISSION

Established Date: January 21, 2004

SALARY RANGE (approximate)

\$19.67 - \$27.59
Hourly

\$3,409.47 - \$4,781.23
Monthly

\$40,913.60 - \$57,374.72
Annually

DEFINITION:

Agency: Local Agency Formation Commission

Under general direction of the LAFCO Executive Officer, performs a wide range of administrative services in support of the Ventura Local Agency Commission and staff, and other related work as required.

Distinguishing Characteristics:

The LAFCO Office Manager/Clerk of the Commission position provides overall office administration and accounting support for the Local Agency Formation Commission and staff and serves as Clerk to the Commission.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

1. Processes and files a broad range of legal/technical matters acted upon by the Ventura LAFCO.
2. Oversees the daily administration of the fiscal affairs of the Ventura LAFCO in accordance with LAFCO and County of Ventura policies and Memorandums of Agreement, including accounts receivable, accounts payable, and payroll.
3. Develops and implements office procedures, and manages the office facilities and equipment of the Ventura LAFCO including the budget and expenses related to office operations.
4. Acts as clerk at Commission meetings.
5. Prepares, publishes, posts, and mails public notices, LAFCO agendas and related documents; coordinates the required filing and distribution of documents, forms and reports;
6. Prepares various statistical and financial reports and assists the LAFCO Executive Officer in the preparation and overall administration of the LAFCO budget.
7. Analyzes and prepares correspondence and coordinates and formats information and data from special studies and reviews.
8. Acts as liaison and coordinates activities with other agencies and public entities for the Commission and the LAFCO Executive Officer; performs general administrative assistance to the Executive Officer.
9. Coordinates LAFCO related travel for Commissioners and LAFCO staff.
10. Organizes and maintains the official records of the Ventura LAFCO.
11. Maintains the Ventura LAFCO web site.
12. Responds to public inquiry about the Ventura LAFCO.
13. Supervises extra-help as needed.
14. Participates in LAFCO related organizations and professional associations.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Knowledge of: Principles and techniques of public agency administrative and fiscal organization; practices of public agency meeting organization, coordination and record keeping; Local Agency Formation Commission law, practices and procedures; considerable knowledge of Microsoft Office windows environment, including related database and internet software. A working knowledge of geographic information system software is desirable.

Ability to: Communicate effectively orally and in writing; manage daily operations of a small office; administer fiscal operations and budgets; prepare a variety of financial and database reports; effectively handle multiple priorities; meet deadlines; identify problem areas and recommend solutions, work independently, and, establish and maintain effective working relationships with elected officials, co-workers, other agencies and the public.

Supplemental Information:

Works primarily in an office environment but may be required to visit and meet at various locations in the County of Ventura and coordinate meetings of the Commission in locations in the County of Ventura.

RECRUITING STANDARDS:

Education/Experience:

Any combination of education, training, and/or experience that would provide the required knowledge, skills and abilities. Must have significant experience in general office operations in a local government environment. Experience in an administrative capacity working with local elected officials and experience in bookkeeping or accounting is highly desirable.

OTHER REQUIREMENTS:

Necessary Special Requirements: Possession of or the ability to obtain a valid unrestricted California driver license.

LAFCO POSITION SURVEY

Results of an informal e-mail survey of LAFCO Executive Officers in Urban Counties (as classified by CSAC), plus Kern, San Luis Obispo & Santa Barbara LAFCOs – November 2003

LAFCO	No. of Authorized Positions*	Titles*	Management Benefits		Comments/Notes
			Professional staff	Clerk	
Alameda	1	Executive Officer			Did not respond to survey
Contra Costa	1	Executive Officer	Yes		All positions, except EO, are independent contractors
Fresno	3	Executive Officer, Assistant Executive Officer, Clerk			Did not respond to survey
Kern	3	Executive Officer, Commission Secretary/Administrative Assistant, Assistant Secretary	Yes	No	
Los Angeles	7	Executive Officer, Deputy Executive Officer, Government Relations Analyst, GIS/Mapping Technician, Executive Assistant, Administrative Assistant, Receptionist	Yes	Yes	
Orange	8	Executive Officer, Assistant Executive Officer, Project Manager, Policy Analyst (3), Commission Clerk, Administrative Assistant	Yes	Yes	
Riverside	5	Executive Officer, Local Government Analyst III, Local Government Analyst I (2), LAFCO Office Assistant III	Yes	Yes	All staff positions considered "confidential" for benefits
Sacramento					Did not respond to survey

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LAFCO	No. of Authorized Positions*	Titles*	Management Benefits		Comments/Notes
			Professional staff	Clerk	
San Bernardino	3	Executive Officer, Deputy Executive Officer, Clerk to the Commission/Office Manager	Yes	Yes	New Clerk title to include "Office Manager" is pending
San Diego	6	Executive Officer, Local Government Analyst (3), Executive Assistant, Administrative Assistant	Yes	Yes (see note)	Executive Assistant serves as Clerk and is considered "unclassified confidential"
San Francisco					New and unique LAFCO; not surveyed
San Luis Obispo	3	Executive Officer; LAFCO Analyst, Commission Clerk	Yes	Yes (see note)	Commission Clerk is classified as "confidential"
San Mateo	1	Executive Officer	Yes	NA	Executive Officer serves as Clerk
Santa Clara	3	Executive Officer, LAFCO Analyst, Board Clerk	Yes	No	
Santa Barbara					Not surveyed; all positions are independent contractors
Ventura	2.75	Executive Officer, Planner IV, Administrative Assistant III	EO only	No	

* Based on CALAFCO and survey information; does not include Legal Counsel